PCRS+ TRAINING GUIDE

Remittance: Process Register

LEGEND

As you navigate this guide, you will come across several icons that signify general, important, and critical information. These icons are specifically designed to draw your attention to essential details related to the tasks you are performing within the PCRS+ system. Below is a legend explaining the icons and their significance.

💾	General reminder to save your changes before moving on to the next step.
📍	General information/reminder relevant or specific to the current step.
⚠️	Important information/reminder relevant or specific to the current item of focus and/or must be completed before proceeding.
⚠️	Critical information/reminder that must be completed prior to proceeding. The highest level of attention must be paid to this information.

Introduction

This Remittance: Process Register is used when the Dealer is going to submit payment to the TPA.

Guide leads you through the steps necessary to Process Register in the Policy Claims and Reporting Solutions (PCRS+) for Warranty Solutions.

This guide will cover:

- Remittance: Process Register

Disclaimer

This guide is created by and specific to the Warranty Solutions Program. All numbers are for demonstration purposes only. Portions of this training are from PCMI Corporation's PCRS software. All rights reserved.

The Process Register function allows you to view all contacts that require payment.

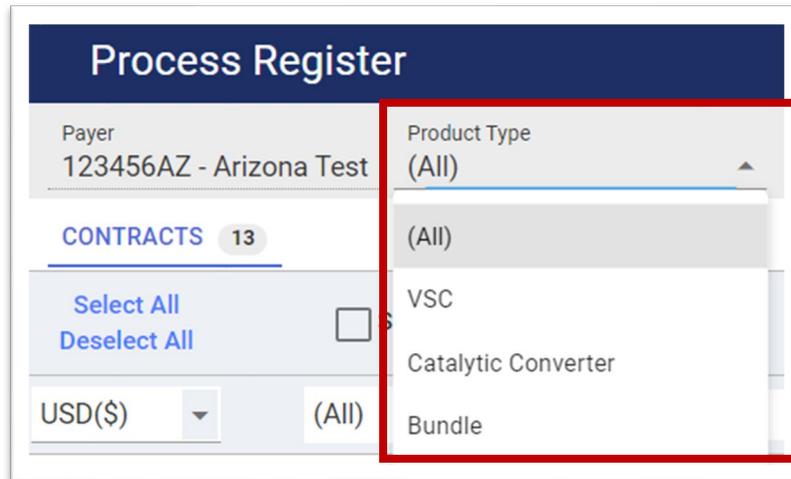1. From the PCRS Home screen, select the dealer you want to create a register for.
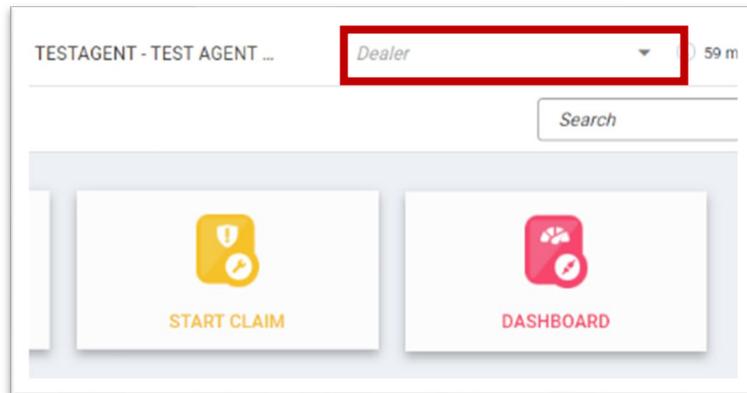
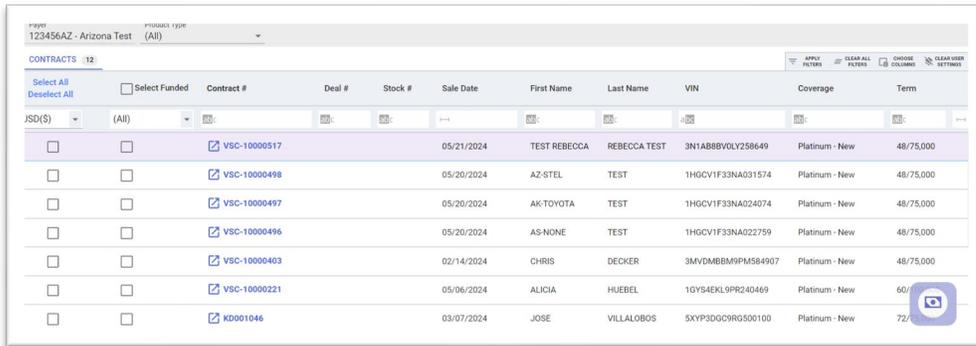2. Select **PROCESS REGISTER** to open the process register screen and begin remittance.
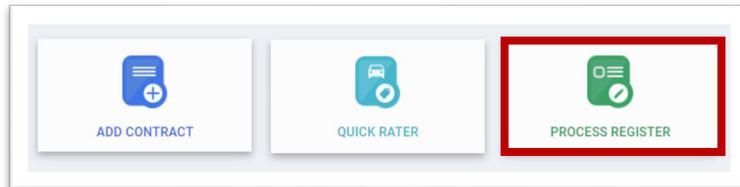
3. Select a **Product Type** you wish to Remit through Process Register.
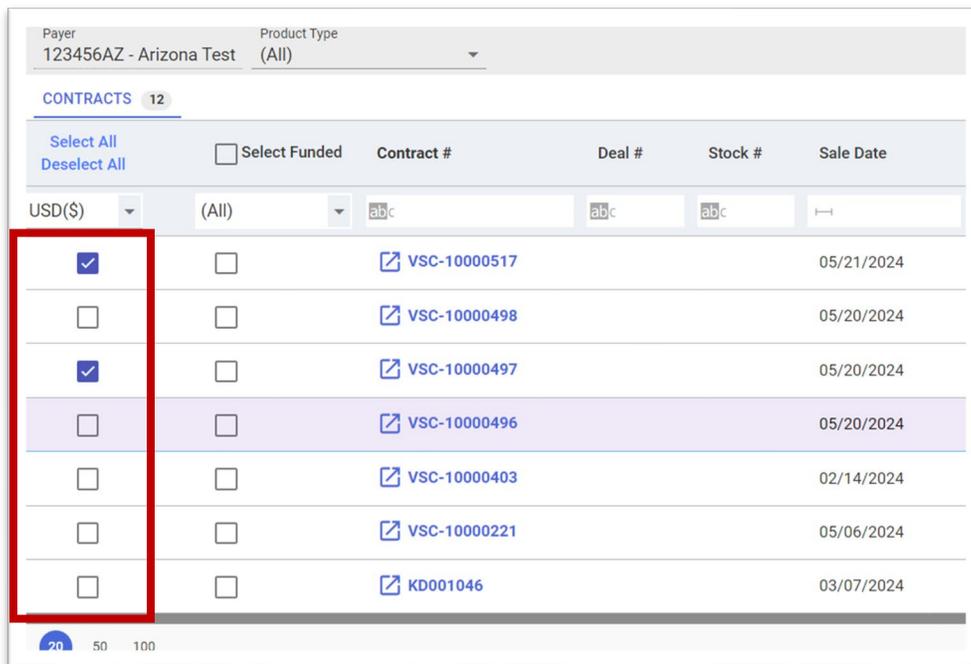
   Payer = Dealer

4. The Process Register Contracts page reflects New Business, Contract Adjustments and Cancellations

5. Select which Contracts to pay by placing a check mark in the Select funded checkbox next to the appropriate Contract.

⚠️ Contracts will be voided after 120 Days of non-payment. Please ensure all remittances are submitted timely.

6. As you select the Contracts, the corresponding values and count will populate at the bottom of the register.

📍 The full remittance amount of the contract will add as selected; you cannot adjust payment amount in the process register.

7. When all contracts have been selected for Remittance, select PAY to proceed with the remittance process.

8. The Payment screen will open, allowing you to select the payment type and enter the required information.

Recipient: The payment recipient's monies and contracts are being remitted.
Transactions: Breakdown of transaction type by $ and count of each with a summary.
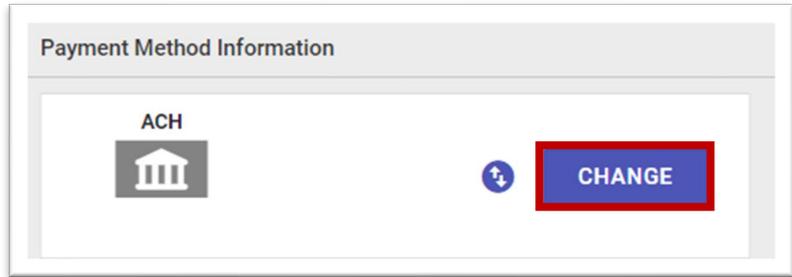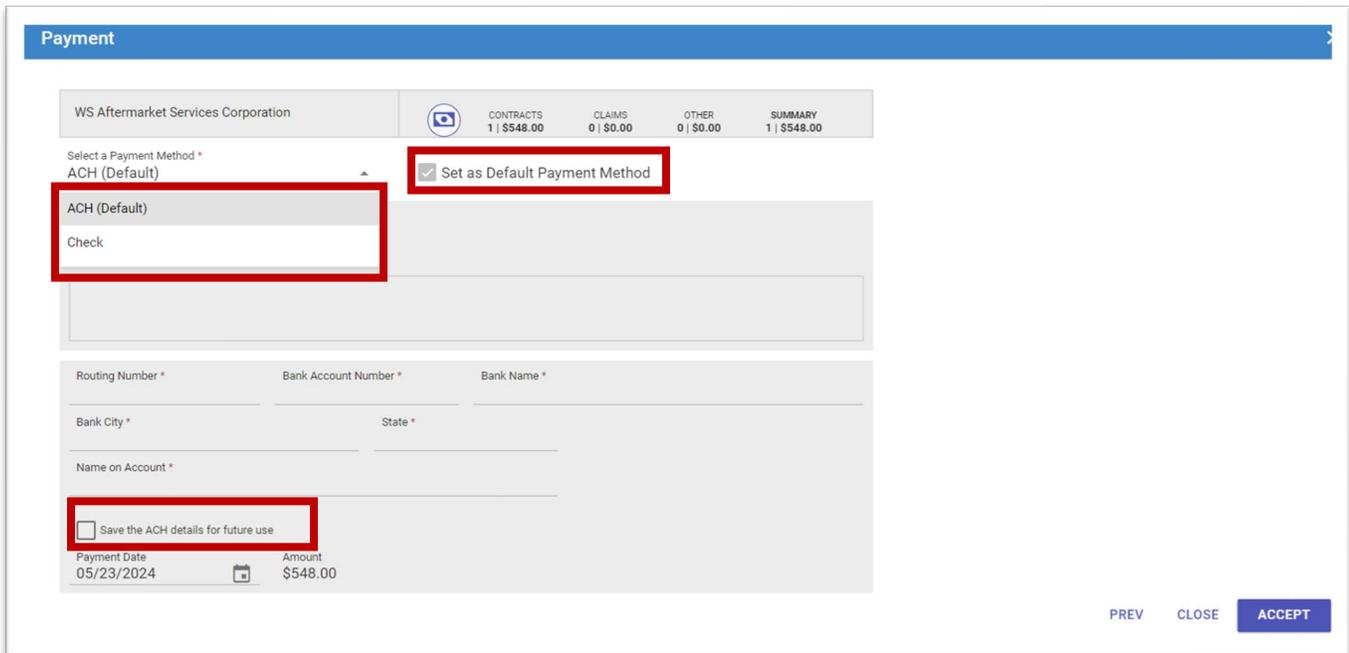
**9.** Under the Payment Method information, 'Click' on change to add a new payment method.

10. Select the method of payment to apply to this remittance. **The below example is for ACH.** Skip to step 14 to view the Check instructions.

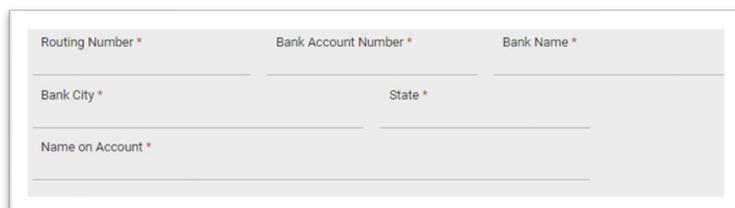You can select Set as Default Payment Method for future remittances.

You can select Save the ACH details for future use.
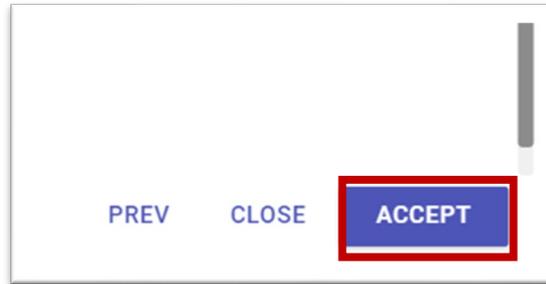

11. Reference number of the remittance you wish to apply for your records.
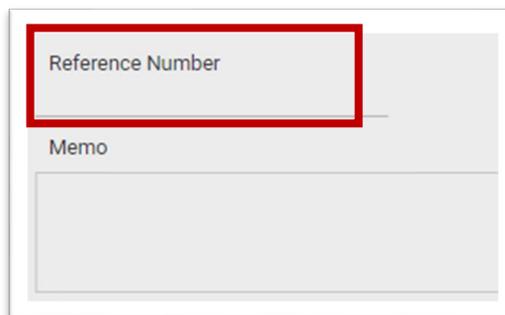
12. Enter the Banking information including Routing Number, Bank Account Number, Bank Name, Bank City, State and Name on Account. All fields are required to proceed.

13. When all payment details are correct and you wish to proceed, select **ACCEPT.** Skip to step 18 to submit payment.

14. To process a Check payment, Select Check from the Payment Method drop-down.

15. Reference number of the remittance you wish to apply for your records.

16. Enter the Check Number and Check Date.

To mail a check, use the below address.

WS AFTERMARKET SERVICES CORPORATION, P.O. Box 735639, Dallas, TX 75373

Overnight: JPMorgan Chase (TX1-0029), Attn: WS AFTERMARKET SERVICES CORPORATION 735639, 14800 Frye Road, 2nd Floor, Ft Worth, TX 76155

17. When all payment details are correct and you wish to proceed, select **ACCEPT.**

PREV   CLOSE   **ACCEPT**
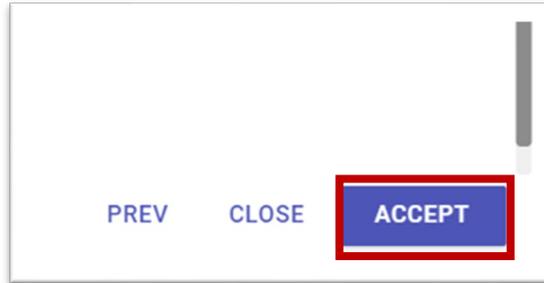
18. You will be returned to the payment screen. The payment type will display in the Action and Status of Payment area.

19. You can click the Preview button to verify the payment and open the **Sales Register Report.**

RPT200 - Sale Register Processed Report

RPT200 - Sales Register Preview

2024-May-23 11:05 AM

	REGISTER		BANK		CHECK	
Payer	Arizona Test - 123456AZ	Register #	PREVIEW	Bank Name	Check Date	
Payee	WS Aftermarket Services Corporation	Register Date	5/23/2024	Routing Number	Check Number	
	REMITTANCE ADDRESS, P.O. BOX 735639, DALLAS, TX 75373			Account Number	Check Amount Due	$1,285.00

	Contract #	Stock #	Sale Date	Customer/ Product Name	Coverage Term Months/ Miles	VIN Number	Vehicle	Retail	Amount Due	Submitted	NET Cost	Dealer Cost
1	VSC-10000497		5/20/2024	Ak-toyota TEST Platinum - New	48/75000	1HGCV1F33NA024074	2022 HONDA Accord Sport	$1,737.00	$737.00	$0.00	$737.00	$737.00
2	VSC-10000517		5/21/2024	Test Rebecca Rebecca Test Platinum - New	48/75000	3N1AB8BV0LY258649	2020 NISSAN Sentra S	$1,548.00	$548.00	$0.00	$548.00	$548.00
	Contracts Count:	**2**							**$1,285.00**	**$0.00**	**$1,285.00**	**$1,285.00**

20. After the payments are verified, you can go back to the Payment screen and select Pay All.

Payment

PREVIEW PAY ALL

#	Recipient	Transactions				Payment Method Information	
1	WS Aftermarket Services Corporation	CONTRACTS 2 | $1,285.00	CLAIMS 0 | $0.00	OTHER 0 | $0.00	SUMMARY 2 | $1,285.00	CHECK 123456	CHANGE

21. The process Register will complete the process and payment of the remittance and **RPT200 – Sale Register Processed Report** will display.

This report will provide remitted contract information and have a **Register Number** assigned for reference.